



**City Of Hammond  
Purchasing Department**

**RFP 25-02**

**MAINTENANCE & REPAIR OF VERTICAL TRANSPORTATION  
SYSTEMS (ELEVATORS) (3)  
FOR THE CITY OF HAMMOND**

**Sealed Proposals Shall Be Received by the Purchasing Department,  
City of Hammond  
310 East Charles Street  
P. O. Box 2788  
Hammond, Louisiana 70404-2788**

**Until**

**10:00 a. m. on April 15, 2024**

**At Which Time All Proposals Will Be Opened and Read Aloud**

**Advertisement in the Official Journal, Daily Star, to be published (3) Times  
March 21, 28 & April 4, 2024**

**For Additional Information or Questions, Contact:  
Jana Thurman – Purchasing Director  
[purchasing@hammond.org](mailto:purchasing@hammond.org)**

**This is the Proposal of:**

**Date:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Section 3 Business/WBE/SBE/MBE/DBE:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP Code:** \_\_\_\_\_

**Person to Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Your Proposal is important to us.**

However, should you choose NOT to submit a Proposal for this project, the City would still ask you to complete this sheet and indicate "No Proposal". This shall NOT affect your participation in future RFPs, but only serve as a means of verifying you received notification of this RFP.

**Section 3 Business/WBE/SBE/MBE/DBE**

The City encourages Proposals from Section 3 businesses, Woman Business Enterprises, Minority Business Enterprises, Small Business Enterprises, and other potentially Disadvantaged Business Enterprises. If your company is one of these types of businesses, please indicate "Section 3," "WBE," "SBE," "MBE," or "DBE" in the space provided above.

**Nondiscrimination Requirements**

By submitting and signing this Proposal, the Proposer agrees to comply with Title VI and VII of the Civil Rights Act of 1964 as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246 as amended; and the Americans with Disabilities Act of 1990.

The Proposer also agrees to keep informed of and comply with all federal, State, and local laws, ordinances, and regulations which affect the Proposer's employees or prospective employees.

### **Specifications:**

Maintenance & Repair of (3) Vertical Transportation Systems (Elevators and phone) for 1 year and/or up to 3 years beginning July 1, 2024 until June 30, 2025.

A Site Visit is not mandatory, but interested proposers are highly encouraged to schedule an appointment to visit the locations. Call Mike Noto at 985-320-6750 to schedule an appointment.

**\*\* Quoted price shall include all fees associated with Maintenance & Repair\*\* Contractor shall not charge the City of Hammond for trip or fuel surcharges. \*\***

### **Instructions to proposers**

**PROPOSERS ARE URGED TO PROMPTLY REVIEW THE REQUIREMENTS OF ALL SPECIFICATIONS AND SUBMIT QUESTIONS FOR RESOLUTION AS EARLY AS POSSIBLE DURING THE SUBMITTAL PERIOD. QUESTIONS OR CONCERNS MUST BE SUBMITTED TO THE PURCHASING DIRECTOR DURING THE PROPOSAL PERIOD AND SHALL BECOME PART OF YOUR PROPOSAL PACKAGE. OTHERWISE, THIS WILL BE CONSTRUED AS ACCEPTANCE BY THE PROPOSERS THAT THE INTENT OF THE SPECIFICATIONS IS CLEAR AND THAT COMPETITIVE PROPOSALS MAY BE OBTAINED AS SPECIFIED HEREIN. PROTESTS WITH REGARD TO THE SPECIFICATION DOCUMENTS SHALL NOT BE CONSIDERED AFTER PROPOSALS ARE OPENED.**

RFP Packages are mailed only as a courtesy. The City of Hammond does not assume responsibility for proposers to receive RFP packages. Proposers should rely on advertisements in the local newspaper, City Website [www.hammond.org](http://www.hammond.org), online at [www.bidexpress.com](http://www.bidexpress.com) or personally pick up RFP packages with specifications. Full information may be obtained, or questions answered, by contacting the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street.

**These specifications are written in a manner to invite open competition. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive unless the RFP states that only the brand name will be considered for reasons of compatibility, etc.**

**The RFP number, Proposers name, address, Louisiana Contractor License number and RFP opening date shall be clearly printed or typed on the outside of the Proposal envelope, if mailed. Only one (1) proposal shall be accepted from each proposer. Alternates shall not be accepted unless specifically requested in the RFP specifications. Proposals can be delivered or mailed.**

The method of delivery of proposals is the responsibility of the proposer. All proposals shall be received by the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street

Hammond, Louisiana on or before the specified RFP opening date and time. Normally, bid bonds will not be required on bids for materials, supplies, annual contracts or small labor contracts. If a bid bond is required, it will be specifically requested on the RFP form and included in the specifications.

Proposals shall be accepted only on the RFP forms furnished by the City of Hammond Purchasing Department. The City of Hammond shall only accept proposals from those proposers in whose name the RFP forms and or specifications were issued. Altered or incomplete proposals forms, or use of substitute forms or documents, shall render the proposal non-responsive and subject to rejection. **The RFP package and copies of any addenda issued shall be submitted to the Purchasing Department as THE RFP.** All proposals must be typed or written in **BLUE/BLACK INK**. Any erasures, strikeover and/or changes to prices shall be initialed by the proposer. Failure to initial shall be cause for rejection of the proposal as non-responsive. All proposals shall be signed. Failure to do so shall cause the proposal to be rejected as non-responsive. Where one (1) or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Agent, after study and review, reserves the right to determine the acceptability of any equivalent offered. The decision, after study and review, shall be final and binding. If proposing "equivalent" products, specifications, illustrative literature and any deviations shall be submitted with proposal. Representative samples shall be submitted upon request, if appropriate.

**Liability:**

The Contractor at all times during the term of the contract shall maintain and pay for property damage and public liability insurance with limits of at least (\$1,000,000.00) one million dollars inclusive of bodily injury and property damage for any one occurrence. Prior to commencing work under this contract the Contractor must file with the City a "certificate of insurance" meeting aforementioned requirements with the City of Hammond named insured by added endorsement. All premiums and expense incurred with this insurance shall be paid for by the Contractor. The Contractor shall assume the defense of and indemnify and save harmless the City and its Officers and Agents from all claims relating to work.

The Contractor shall be responsible for any and all damages or claims for damages or injuries or accidents done or caused by him or his employees, or resulting from the execution of the work, or any operations, or caused by reason of existence or location or condition of facilities or of any materials, supplies, or machinery used thereon or therein, or neglect or omission on his part, or all of the several acts or things required to be done by them, under and by these conditions, and covenants, and agrees to hold the City harmless and indemnified for all such damages and claims for damages.

The Contractor shall indemnify and save harmless the City from and against all losses and all claims, demands, payments, suits, actions, recoveries, all attorney fees, and judgments of every nature and description made, brought or recovered against the City by reason of any act or omission of the Contractor, his agents or employees, in the execution of his work.

**Worker's Compensation:**

The Contractor shall, at all times, pay or cause to be paid, any assessment or compensation required to be paid pursuant to the Worker's Compensation Act.

The Contractor shall, at the time of entering into a Contract with the City, provide satisfactory proof that all assessments or compensation payable to the Worker's Compensation Board have been paid and the City may, at any time during the performance or upon the completion of such Contract require a further declaration such Contract require a further declaration that such assessments or compensations have been paid.

As a qualified proposer for the project, I have carefully examined all of the RFP Documents and have examined the conditions and specifications of the work to be done, and I hereby propose to furnish all labor, materials, equipment, tools, etc., as called for by the RFP specifications.

I hereby acknowledge that I have received the following Addenda and they are reflected as part of this proposal.

List by date and Addendum number \_\_\_\_\_

- 1. A. Montgomery #C-22730 – (1) each located Hammond City Court, 303 E. Thomas St.

\$ \_\_\_\_\_ per month

- B. CAT 1 Hydraulic Test (pressure & leakage test required by code)

\$ \_\_\_\_\_ Annually

- 2. Dover # E44487 – (1) each located Hammond City Jail, 303 E. Thomas St.

\$ \_\_\_\_\_ per month

- B. CAT 1 Hydraulic Test (pressure & leakage test required by code)

\$ \_\_\_\_\_ Annually

- 3. Dover- (1) each located at Hammond Police Station, 120 S. Oak St.

\$ \_\_\_\_\_ per month

- B. CAT 1 Hydraulic Test (pressure & leakage test required by code)

\$ \_\_\_\_\_ Annually

**Proposer agrees to deliver services and perform monthly services described by the RFP for the Annual sum indicated:**

(Amounts shall be shown in words and digits. In case of discrepancy, words shall govern.)

Total Annual Cost

( \$ \_\_\_\_\_ )

\_\_\_\_\_ DOLLARS

**Additional Services:**

In addition to the services specified, the City of Hammond may require additional services as follows:

**Billable Repair Service Calls**

\$ \_\_\_\_\_ per hour

**Signature of Proposer** \_\_\_\_\_

**Name of Company** \_\_\_\_\_ **Date** \_\_\_\_\_

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The above signature on this Proposal certifies that proposer has carefully examined the instructions to proposers, terms and specifications applicable to and made a part of this proposal Package. Proposer further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this Proposal.